

**THE TULALIP TRIBES**  
**TGO/QCC/BINGO**  
**Job Description**

**JOB TITLE:** Security Transportation Driver

**POSITION NUMBER:** TGO-003-06

**NOTE:** Sections in the box are minimum requirements that all applicants must have in order to be considered for this position. These requirements must be stated on your application form in order to be considered for the position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

**EDUCATION:**

- ☐ High School Diploma or GED equivalent preferred.
- \* If applicant does not meet education requirement, employer will allow 6 months from date of hire to meet this job requirement, as a condition of employment.

**SKILLS:**

- ☐ Ability to drive commercial vehicles.
- ☐ Ability to drive both automatic and manual transmission vehicles.
- ☐ Ability to demonstrate and promote positive guest relations.
- ☐ Must have a polite and friendly attitude and the ability to relate well with the public.
- ☐ Must have a neat and clean appearance.

**EXPERIENCE:**

- ☐ Minimum of one (1) year experience driving with a CDL License.

**OTHER REQUIREMENTS:**

- ☐ Must be 18 years of age or older. **(Copy of documentation must be attached with application)**
- ☐ Must have Class "C" Commercial drivers license. **(Copy must be submitted with application)**
- ☐ Must possess a valid State Drivers License **(Copy must be attached with application)**. Out of state applicants hired for this position will be required to obtain a Washington State Driver's License within 30-days of hire.
- ☐ Must possess a clear driving record and meet the organizations insurance criteria. **(Current documentation from the DMV must be attached with application)**
- ☐ Must have, or obtain within 6 months from hire date, a CPR First Aid Training certificate.
- ☐ Must be able to pass an agility exam with at least a "medium" rating, to determine if physically capable of performing job duties.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory AMAZED customer service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must be able to obtain a Class II certification, and be licensed, with the Tulalip Tribal Gaming Agency.
- ☐ Must be available to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.

**Physical Characteristics and/or Prerequisites:**

- ☐ Ability to sit for extended lengths of time
- ☐ Strength to lift up to 50 lbs. on an occasional basis.
- ☐ Mobility to bend, stoop and run on a occasional basis.
- ☐ Ability to climb stairs frequently.
- ☐ Manual and finger dexterity for operating all types of vehicles.

**Tribal Department:** Security

**Employee Classification:** Non-exempt

**Job Summary:** Responsible for providing transportation to and from the Casino for customers and employees.

**Employee Reports To:** Security Transportation Lead Supervisor or designee

**Extent of Job Authority:** Under the direction of the Security Transportation Division Supervisor and/or the Security Shift Supervisor, responsible for the daily operations of the shuttle bus in accordance with set policies and procedures.

**Specific Duties Performed:**

1. Provides transportation for customers and employees of the Tulalip Casino and Bingo.
2. Follows all state and local driving regulations.
3. Assists senior citizens and handicapped persons when needed or requested.
4. Maintains the cleanliness of the security shuttle bus or van daily.
5. Attends staff meetings and training.
6. Writes reports on pertinent incidents or accident reports when necessary.
7. Observes and enforces the no smoking or loud music guideline on the shuttle bus.
8. Maintains current CPR/ First Aid certifications, attending progressive training as required.
9. Performs other duties deemed necessary as needed or directed by management.

**Terms of Employment:** This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

**Pay Rate:** \$14.02 per hour

**Opening Date:** January 9,2006

**Closing Date:** January 20,2006 at 4:00 pm.

**Please return your completed application, to the 1<sup>st</sup> floor casino receptionist, by the closing date and time, to the Tulalip Casino at 10200 Quil Ceda Blvd. Tulalip, WA 98271.**